

Position Description

Position Title: Research Assistant	Classification: Bond Level 3
Faculty/School/Office: Faculty of Health Sciences and Medicine	Date Position Classified/Updated: November

Purpose of the Position:

This role supports the delivery of high-quality research for the externally funded, multi-agency project “*The Optimal Implementation of Antimicrobial Stewardship in General Practice*” (OPTIMAS-GP).

The project addresses the global health priority of combating antimicrobial resistance by reducing inappropriate antibiotic prescribing for respiratory tract infections in general practice. Co-designed with doctors and consumers, the study focuses on effective, Evidence-Based implementation of antimicrobial stewardship (AMS) activities with an emphasis on sustainability.

Based at Bond University, the Research Assistant will work under the supervision of the Trial Coordinator and Chief Investigators, providing key support for Queensland trial sites. Responsibilities include assisting with site recruitment, onboarding, and troubleshooting, as well as contributing to both quantitative and qualitative data collection, monitoring, analysis, and reporting.

The role requires close collaboration with research staff at multiple national trial sites, ensuring consistent processes and effective communication across the project. The Research Assistant will also support general project administration, including data quality assurance, secure storage, and access, in compliance with relevant ethical and institutional guidelines.

This position offers the opportunity to contribute meaningfully to a high-impact health research project with real-world outcomes, in a collaborative and supportive research environment.

Reporting Relationship:

This position reports to the HSM Executive Dean, Professor Nick Zwar.



Selection Criteria:

- A university degree in a relevant discipline and/or equivalent training and/or relevant professional experience deemed to be equivalent.
- Demonstrated research expertise.
- The capacity to forward plan and prioritise tasks and meet deadlines in a busy environment.
- Demonstrated capacity to exercise initiative and independent judgement.
- Excellent communication and interpersonal skills, including sound cultural sensitivity.
- Demonstrated ability to communicate information effectively and appropriately to a wider audience in both written and oral formats.
- Demonstrated proficiency in the Microsoft Office suite of programs including at least intermediate level Excel expertise.
- Demonstrated commitment to applying culturally respectful and safe practices in the workplace and demonstrating respect and inclusiveness of diverse people in all work practices.

Desirable Criteria:

- Evidence of production high quality reports or research relevant publications.
- Experience in working in a research-related team environment.
- Experience working in the higher education and/or healthcare sectors in Australia.

Competency	Responsibility
Data Collection	• Coordinate the delivery of high-quality qualitative data collection, analysis and reporting.
Data Management	• Provide general research assistance support to the project team, including managing data quality, storage and access in accordance with relevant research and ethics policies and practices.
Collaboration	• Collaboration with research staff at multiple national trial sites, ensuring consistent processes and effective communication across the project.
Reporting	• Provide professional and timely advice and report updates to the project team and stakeholders.
Compliance	• Ensure adherence to research protocols and ethical guidelines
Understanding of Quality Assurance	• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

Equal Opportunity and Inclusion	Bond University is an equal opportunity employer, and we encourage our students and staff to respect individuality, inclusiveness and diversity.
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Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.